

City of Kingston
420 Broadway
Kingston, NY 12401
Application for use of Rondout Lighthouse

DATE APPLICATION SUBMITTED _____ DATE(S) OF RESERVATION: _____

TIME: SET UP/START _____ CLEAN UP/END _____

DESCRIBE EVENT _____

ALCOHOL SERVED? _____ SOLD? _____ BAND OR DJ? _____ OPEN TO PUBLIC? _____

OF PERSONS ATTENDING? _____ (maximum #50)

WILL ADMISSION BE CHARGED? _____ IF YES HOW MUCH? _____

WILL IT BE PUBLICIZED IN ANY FORM OF MEDIA/POSTERS? IF YES, WHERE? _____

PERMIT HOLDER INFORMATION- PLEASE PRINT

NAME OF ORGANIZATION/GROUP _____

NAME OF CONTACT PERSON _____

ADDRESS, CITY, STATE, ZIP CODE _____

PHONE (DAY) _____ (NIGHT) _____ (OTHER) _____

As permit holder, I have read all rules and regulations regarding use of the Rondout Lighthouse and consumption or sale of alcohol. I agree to abide and enforce these regulations.

SIGNATURE _____

DATE _____

Person signing for permit must be 21 yrs. or older. Permit holder will be responsible for enforcing rules and regulations.

FEE STRUCTURE	
RONDOUT LIGHTHOUSE USEAGE FEE	\$100.00
ALCOHOL PERMIT	\$ 50.00/day
CLEANING FEE	\$ 50.00

Checks made payable to: Kingston Local Development Corporation
Return completed application to: City of Kingston, Office of Planning
City Hall, 420 Broadway
Kingston, New York 12401

See second page for Rules & Regulations

Rules & Regulations for use of Rondout Lighthouse

1. Building holds maximum of 50 people. Permit holder is only allowed in building at times specified on application.
2. You must be 21 years or older to act as permit holder. Proof of identity & age required. A copy of valid drivers license or other picture ID with name and age required. All requests for use of alcohol in the Rondout Lighthouse facility will be subject to review by the City of Kingston Police Department.
3. Groups/Individuals are responsible for compensation of property damage due to their use of park or facility.
4. Completed applications due to the Office of Planning located at City Hall, 420 Broadway, Kingston, New York 12401 seven (7) days from time reservation is requested. All applicable application fees are due at time of application submission. Cash or money orders may be required. Date reserved will be relinquished WITHOUT NOTICE IF FEES AND COMPLETED APPLICATION ARE NOT RECEIVED BY THIS TIME.
5. Events that are advertised in the media or open to the public are required to supply an insurance certificate. Insurance and liquor liability certificates must be received one (1) month prior to event naming the City of Kingston/ Rondout Lighthouse as additionally insured in the amount of one million dollars. An insurance certificate can be requested for any event at the discretion of the city of Kingston. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.
6. If a fee has been waived, an insurance certificate still needs to be provided by the user organization.
7. Trash Rule: All trash must be taken away from the Rondout Lighthouse when you leave.
8. Marine transport to and from the lighthouse are the responsibility of the applicant. Arrangements can be made to reserve the vessel "The Lark" by contacting Sandy Henne at Hudson River Water Taxi LLC, at 845-340-4700.
9. Open flame cooking is not permitted.
10. A separate Noise Permit may be required for an event and will be the responsibility of the applicant. Information available by contacting the Kingston Planning office at (845) 334-3955.
11. The facility will not be allowed for reserved use during times that regular public tours are held, or if private charters or school tours are scheduled.
12. The applicant is advised that the crew of "The Lark" or any other City designated representative have the right to stop/cancel the event at any time, given sufficient reason, at their discretion.
13. No refunds will be made for events cancelled by the applicant.